



ANNOUNCEMENT OF TEMPORARY JOB OPPORTUNITY

Student Intern, Healthy Food Initiatives Healthy Living Minneapolis April, 2012 – December, 2012

Background and Project:

The Minneapolis Department of Health and Family Support (MDHFS) has an internship available with its Healthy Living Minneapolis initiative that supports policy, systems, and environmental changes to reduce obesity and chronic disease by increasing access to healthy foods, opportunities for physical activity, and smoke-free environments. Healthy Living Minneapolis is funded through the Minnesota Department of Health's Statewide Health Improvement Program (SHIP) and through the Centers for Disease Control and Prevention's Community Transformation Grants. This position is funded through December 31, 2012, and is contingent on funding availability.

The intern will support the planning, implementation and evaluation of two healthy eating initiatives: 1) Farm to School (increasing the amount of local, healthy foods procured and distributed at charter and alternative schools within Minneapolis) and 2) Healthy Food Shelves (increasing the amount of healthy food items procured and distributed at food shelves within Minneapolis). On an as needed basis, the intern will also assist with other healthy eating projects associated with Healthy Living Minneapolis.

Job Responsibilities:

Charter/Alternative Farm to School Initiative:

- Conduct research into Farm to School best practices, specifically in charter and alternative school settings; summarize research and prepare briefing materials for partners and catering companies that serve charter schools
- Assist in developing Farm to School action plans to increase the amount of locally sourced fruits and vegetables that are served throughout the school day
- Assist in developing innovative Farm to School initiatives/campaigns to be implemented at the school level
- Assist in development of a Farm to School tool-kit to assist caterers in providing locally sourced products for the charter schools that they serve
- Assistance with evaluation tasks including data collection, data entry and analysis, and writing summary reports
- Assist in foraging for local farmers and local food procurement
- Assist with additional SHIP tasks as requested

Healthy Food Shelves Initiative:

- Conduct research into best practices and innovative ideas for increasing the amount of healthy foods available in food shelves; summarize research and prepare briefing materials for partners
- Assist in developing partner action plans to increase the amount of healthy food options available in Minneapolis food shelves
- Assist with evaluation tasks including designing assessment tools and methodologies to measure the amount of healthy food items available in food shelves, conducting data collection, entry and analysis, and writing summary reports
- Assist in preparing for food shelf partner meetings (including developing agendas, compiling meeting notes, and communicating with partners)
- Assist with additional SHIP tasks as requested

Knowledge and Skills Preferred:

- Knowledge and interest related to food access issues, local food systems, farm to school, healthy eating
- Strong analytic skills and ability to synthesize various sources of information
- Strong skills and experience in conducting program evaluations, including ability to develop evaluation tools (surveys, interview questionnaires, etc.), and analyze quantitative and qualitative data
- Experience working with community residents and organizations, especially low-income populations and communities of color
- Knowledge and familiarity with diverse cultures, beliefs and lifestyles
- Ability to present information and ideas accurately, effectively, and concisely for a variety of audiences
- Ability to work in an environment which requires flexibility, responsiveness, and multi-tasking
- Excellent written and verbal communication skills
- Proficient skill set in all MS Office Applications, including electronic communication

Qualifications and Salary:

- Graduate student with current coursework in public health or related fields
- \$16.93/hour
- Up to 20 hours per week

How to Apply:

In order to be considered, cover letter and resume must be received no later than **10:00 am, April 6, 2012.**

Email, fax or mail your information to: Minneapolis Department of Health and Family Support
ATTN: Kim Stringfellow
Healthy Living Intern, Healthy Food Initiatives
250 S 4th Street, Room 510
Minneapolis, MN 55415
612-673-3528
612-673-3866 FAX
Kim.Stringfellow@minneapolismn.gov

**For additional information regarding the Minneapolis Department of Health and Family Support,
visit us at: <http://www.minneapolismn.gov/dhfs/>**

BACKGROUND CHECK: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

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